



**{ Worker training to make your company  
more productive and profitable. }**

## **Idaho's Workforce Development Training Program**

A Valuable Resource for Companies Expanding or Relocating in Idaho

Your business may be eligible to receive Idaho Workforce Development Training Funds to provide new full-time employees with needed skills or upgrade the skills of current full-time workers at risk of permanent lay off. Up to \$2,000 is available for each new job created or up to \$3,000 can be authorized per new job created in rural counties.

The fund gives Idaho firms a competitive edge and supports local community efforts to attract new companies and retain existing businesses. To qualify, a company must produce a product or service that is mainly sold outside the region where the business is located. Funds are available for employers of any size. Urban businesses must create a minimum of five new jobs to qualify. Rural businesses can receive training assistance for just one new worker. Businesses with collective bargaining agreements must obtain concurrence from the union.

All jobs supported by this training program must pay a starting wage of at least \$12 an hour and provide employer assisted medical benefits. All workers trained must be hired, and new jobs created through the training must be listed with the Idaho Department of Labor's job matching system.

Training typically last 12 months but can run up to 24 months if necessary. Training fund application costs must be paid by the applicant.

The Idaho Workforce Development Training Fund will not replace or compete with training programs offered through the state's technical colleges or labor organizations. Idaho's technical colleges are located throughout the state and ready, willing and able to customize training suited to the specific needs of each company.

See next page side for application guidelines.



# { Workforce Development Training Fund }

## { Application Guidelines }

### **COMPANY INFORMATION**

- Company name.
- Company address.
- Company telephone number.
- Company's federal taxpayer identification number.
- Designated contact person.

### **DESCRIPTION OF BUSINESS OPERATION**

- Product or service description and market locations.
- Is this a new or existing Idaho business?
- If an existing business, what is the current level of full-time and part-time employment?

### **IMPACT ON EMPLOYMENT**

- If the project's objective is expansion, how many full-time jobs will be created?
- If the project's objective is layoff prevention, how many full-time jobs will be retained?
- Describe the number and quality of full-time jobs retained or created in terms of job classification, wage scale, employer-assisted benefits and anticipated turnover.
- Time frame when full-time jobs will be created.

### **BUDGET**

- Line item budget and budget narrative.

### **DESCRIPTION OF TRAINING NEEDED**

- Training plan – general overview of training objective.
- Brief training course description.
- Methodology (on-the-job/class-room training).
- Number of trainees by job classification.
- Training duration.
- Training location.
- Skill attainment.
- Anticipated training start and completion dates.
- Training must emphasize basic job skills in conjunction with specific job skills.

### **EVALUATION**

- Describe how the project will be evaluated using quantifiable outcome measures identified in the training plan.
- Provide a time line for final evaluation and the individual who will conduct the review.
- Include these performance measures: number trained, cost per trainee, number of trainees placed or retrained in employment, trainee wages prior to and upon completion of training and training impact on worker skills.
- Describe employer-assisted benefits and list the trainees' names and Social Security numbers.

### ***FOR MORE INFORMATION, CONTACT:***

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#### **Business Development Specialists**

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